



Office of Strategic Venues & Event Services

DECORATIONS POLICY

DEFINITIONS

Important terms will be italicized throughout this document as a reference to the reader. To review the definitions of these terms, please visit the key terms section of the *Office of University Scheduling Policy & Procedure Manual*.

DECORATIONS POLICY

Anyone hosting an event in a Belmont University space must first consult with *Office of Event Services* staff for approval of decorations best suited for use within the reserved space. The following are posted restrictions:

- Candles, fireworks, and sparklers are not permitted on Belmont's campus.
- The use of tape, glue, tacks, nails, push pins, Velcro, command hooks, or staples is not allowed in any university facility.
- Hanging items from the lighting fixtures or ceiling is prohibited.
- Moving furniture is prohibited.
- Rice, rice bags, birdseed, glitter, confetti, or any substance may not be thrown or distributed in or outside of the chapel. The use of bubbles is allowed outside of the chapel.
- Plastic or other protection must be placed under live plants.
- Helium balloons are prohibited in the Beaman Student Life Center, Curb Event Center, Janet Ayers Academic Center Conference Room C&D, Maddox Grand Atrium, and McAfee Concert Hall.
- All decorations must be removed from the premises by the reservation end time. An additional cleanup fee may be assessed should this policy be violated.

Failure to obey the decoration policy will result in the client being billed for any damage or cleanup immediately following the event. In addition, any costs incurred for excessive cleanup or repairs to an event space will be billed to the client.